

Schedule 4 Personnel and Compensation Authorization The following number and salary grade of all county employees by department by fund are hereby authorized, and compensation for each is established in the Salary Range Pay Scale attached hereto or as listed in this Schedule for the Year 2014. Included in the 2014 Payroll Budget are thirteen (13) days of 2013 payroll at the 2014 pay rate

2014

Number Authorized	Dept. Number	Position Title	Grade/Class
FUND 1000 COUNTY JUDGE			
	0100	County Judge	Elected Official
1	0100	Administrator of Public Service	24
1	0100	Administrator of Public Safety	24
1	0100	Administrator of General Services	24
1	0100	Executive Assistant	12
1	0100	Community Service Program Coordinator	8
5		Total Employees (not including Elected Official)	
FUND 3480 HISTORICAL PRESERVATION COMMISSION			
1	0100	Staff Assistant	4
1		Total Employees (not including Elected Official)	
FUND 1000 COUNTY CLERK			
1	0101	County Clerk	Elected Official
1	0101	Administrative Assistant	19
1	0101	Election/Voters Registration Administrator	14
1	0101	Election Coordinator	13
1	0101	Office Manager	12
2	0101	Deputy Clerk - Office Supervisor	10
1	0101	Mapper/Researcher	10
1	0101	Deputy Clerk Statewide Voters Registration Systems (unfunded)	10
1	0101	Records Manager	8
1	0101	Equalization Board Coordinator/Records Clerk Supervisor	8
1	0101	Deputy Clerk - Quorum Court	7
1	0101	Deputy Clerk - Probate	7
1	0101	Deputy Clerk II	7
4	0101	Deputy Clerk - Records and Voter Registration	6
1	0101	Staff Assistant - Elections	6
	0101	Part-time Elections Worker	
	0101	Part-time Deputy Clerks	
18		Total Employees (not including Elected Official)	
FUND 1805 CIRCUIT CLERK/RECORDER			
	0102	Circuit Clerk/Recorder	Elected Official
1	0102	Administrative Assistant	19
1	0102	Financial Administrator	Non-graded
1	0102	Software Specialist Administrator	18
1	0102	Office Administrator	12
1	0102	Jury Administrator	11
2	0102	Supervisor-Court Records	10
1	0102	Supervisor - Deeds and Mortgages	10
1	0102	Supervisor - Bookkeeper	10
1	0102	Supervisor-Child Support/Juvenile	9
3	0102	Deputy Clerk - Bookkeeper	8
1	0102	Deputy Clerk - Court Records Manager	8
11	0102	Deputy Clerk - Courts	7
7	0102	Deputy Clerk Deeds and Mortgages	6
1	0102	Deputy Clerk - File Clerk	4
		Deputy Clerk - Part-time	
33		Total Employees (not including Elected Official)	

Number Authorized	Dept. Number	Position Title	Grade/Class
FUND 1800 COUNTY TREASURER			
1	103	Treasurer	Elected Official
1	103	Administrative Assistant	19
1	103	Deputy Treasurer/Bookkeeper	9
2		Total Employees (not including Elected Official)	

FUND 1000 COUNTY SHERIFF			
	0400	Sheriff	Elected Official
2	0400	Major	23
4	0400	Captain	20
1	0400	Crime Analyst	18
3	0400	Lieutenant	18
12	0400	Sergeant	15
15	0400	Detective II	14
8	0400	Detective I	13
9	0400	Deputy III	13
12	0400	Deputy II	12
28	0400	Deputy I	11
			* One position partially funded by the Roger's District Court.
1	0400	Animal Control Officer	11
1	0400	Crime Property Technician	13
1	0400	Executive Assistant	12
1	0400	Supervisor - Warrants/Records	10
1	0400	Secretary/Bookkeeper - Civil	7
1	0400	Supervisor - Auto Maintenance	9
1	0400	Clerk-Property & Evidence	5
1	0400	Transcriptionist	5
7	0400	Secretary/Warrants/Records/CID	5
1	0400	Staff Assistant	6
109		Total Employees (not including Elected Official)	

FUND 1801 COUNTY COLLECTOR			
	0104	Collector	Elected Official
			Non-graded
1	0104	Financial Administrator	
1	0104	Administrative Assistant	19
1	0104	Office Manager	12
1	0104	Deputy Collector - Bookkeeper	11
2	0104	Deputy Collector - Supervisor	10
1	0104	Deputy Collector V - Business/Bankruptcy/ Specialty Collections	10
1	0104	Software and Research Support Assistant	9
2	0104	Deputy Collector III	7
3	0104	Deputy Collector III - Business/Bankruptcy/ Specialty Collections	7
11	0104	Deputy Collector I	5
		Part-time Deputy Collector	
24		Total Employees (not including Elected Official)	

Number Authorized	Dept. Number	Position Title	Grade/Class
FUND 1802 COUNTY ASSESSOR			
	0105	Assessor	Elected Official
1	0105	GIS Project Manager	22
1	0105	Administrative Assistant	19
1	0105	Supervisor - Real Estate Appraisers	18
1	0105	Manager of Mapping Department	18
1	0105	Software Application Specialist	18
1	0105	GIS Analyst II	18
1	0105	Supervisor Commercial Appraiser	14
1	0105	GIS Analyst I	13
1	0105	Appraiser Level IV/Special Projects	13
22	0105	Appraiser Level V	13
	0105	Appraiser Level IV	12
	0105	Appraiser Level III	9
	0105	Appraiser Level II	5
	0105	Appraiser Level I	4
1	0105	Manager - Appriser Business/Personsal Property	12
1	0105	Executive Secretary	12
1	0105	Supervisor -Real Estate	11
1	0105	Commercial Property Supervisor.Appraiser	10
2	0105	GIS Technician II	10
1	0105	Personnel Property Supervisor	9
1	0105	Field Coordinator	9
1	0105	CAMA Coordinator/Special Projects	9
14	0105	Deputy Assessor III	7
15*	0105	Deputy Assessor II *(2) positions unfunded for 2013)	6
6	0105	Deputy Assessor I	5
3	0105	Appraiser Assistant	4
2	0105	Building Janitor/Maintenance	3
80		Total Employees (not including Elected Official)	

FUND 1000 CIRCUIT COURT, DIVISION 1

	0401	Case Coordinator, Supplemental Pay	See Special Rates of Pay
1	0401	Courtroom Security Officer	11
1	0401	Court Orders Clerk	7
2		Total Employees	

FUND 1000 CIRCUIT COURT, DIVISION 5

1	0404	Courtroom Security Officer	11
1	0404	Court Orders Clerk	7
2		Total Employees	

FUND 1000 QUORUM COURT

15	0107	Justices of the Peace	See Special Rates of Pay
----	------	-----------------------	-----------------------------

Number Authorized	Dept. Number	Position Title	Grade/Class
FUND 1000 ACCOUNTING/HUMAN RESOURCES/GRANTS			
1	0113	Comptroller	Non-Graded
1	0113	Accounting Manager	22
1	0113	Human Resources Manager	22
1	0113	Software Applications Specialist	18
1	0113	Benefits Administrator	11
1	0113	Payroll Coordinator	10
1	0113	Senior Accounting Specialist	10
1	0113	Accounting Specialist - Fixed Assets	10
1	0113	Accounting Specialists	8
1	0113	Human Resources Assistant	6
	0113	Part-time Grants Administrator	
		Part-time Clerical Pool	
10		Total Employees	
FUND 1000 JUVENILE PROBATION			
1	0480	Chief Juvenile Probation Officer	19
1	0480	Social Worker	16
1	0480	Juvenile Intake Officer Supervisor	14
1	0480	Juvenile Probation Officer Supervisor	13
3	0480	Juvenile Intake Officer II	12
1	0480	Juvenile Intake Officer I	11
7	0480	Juvenile Probation Officer	11
2	0480	Legal Secretary/Court Orders Clerk	7
17		Total Employees	
FUND 1000 PROSECUTING ATTORNEY			
4	0416	Deputy Prosecutor	Non-graded
1	0416	Investigator	13
1	0416	Office Manager - Legal	12
1	0416	Business Office Manager	11
1	0416	Hot Check Coordinator	9
1	0416	Legal Secretary II	8
1	0416	Records Manager	8
2	0416	Felony Case Manager	7
2	0416	Assistant Hot Check Coordinator	6
6	0416	Legal Secretary I	7
1	0416	Case Coordinator - Domestic Violence	7
1	0416	File Clerk	4
1	0416	Receptionist	3
		Part-time Law Clerks	
23		Total Employees	
PROSECUTING ATTORNEY - VICTIM			
FUND 3025 WITNESS PROGRAM			
1	0416	Victim Assistance Coordinator	10
1	0416	Victim Assistance Advocate	5
2		Total Employees	
PROSECUTING ATTORNEY - JUDICIAL			
FUND 3400 COLLECTIONS FUND			
1	0416	Judicial Collections Administrator	9
1	0416	Judicial Collections Clerk	5
2		Total Employees	

Number Authorized	Dept. Number	Position Title	Grade/Class
BUILDING MAINTENANCE AND JANITORIAL SERVICES			
	FUND 1000		
1	0108	Facilities Maintenance and Construction Supervisor	14
1	0108	Electrial/HVACC Technician	11
2	0108	Maintenance Service Technician	9
1	0108	Building Janitor - Supervisor	8
1	0108	Staff Assistant	6
5	0108	Building Janitor/Maintenance	3
	0108	Part-time Building Janitor/Maintenance	
11		Total Employees	
FUND 1000 ELECTION COMMISSION			
3	0109	Election Commissioners	See Special Rates of Pay
FUND 1000 COUNTY CORONER			
	0419	CORONER	Elected Official
1	0419	Chief Deputy Coroner	15
1	0419	Staff Assistant	6
	0419	Deputy Coroners	See Special Rates of Pay
2		Total Employees (not including Elected Official)	
DEPARTMENT OF EMERGENCY MANAGEMENT			
	FUND 1000		
1	0500	Director of Emergency Management	18
1	0500	Deputy of Director of Emergency Management	15
1	0500	Staff Assistant	6
3		Total Employees	
FUND 1000 PLANNING AND DEVELOPMENT			
1	0110	Director of Planning	18
1	0110	Planning Division Manager	15
1	0110	Senior Planner	12
1	0110	County Planner	8
7	0110	Planning Board Members	See Special Rates of Pay
4		Total Employees	
FUND 1000 BUILDING SAFETY			
1	0120	Building Official	16
1	0120	Chief Building Inspector	13
1	0120	Building Inspector	9
1	0120	Building Division Coordinator	8
1	0120	Staff Assistant	6
4		Total Employees	
FUND 1000 JUVENILE DETENTION			
1	0415	Juvenile Detention Center Manager	18
1	0415	Licensed Mental Health Professional	16
1	0415	Assistant Manager of the Juvenile Detention Center	15
4	0415	Senior Juvenile Detention Worker	9
13	0415	Juvenile Detention Worker	7
1	0415	Staff Assistant	6
21		Total Employees	

Number Authorized	Dept. Number	Position Title	Grade/Class
FUND 1000 ENVIRONMENTAL SERVICES			
1	0130	Environmental Services Manager	14
1	0130	Senior Environmental Officer	13
1	0130	Environmental Officer	11
3		Total Employees	
FUND 2000 COUNTY ROAD DEPARTMENT			
1	0200	Director of Road/Bridge Construction & Maint.	22
1	0200	Shop Superintendent - Fleet Manager	17
2	0200	Assistant Road Superintendent	15
2	0200	Asset Control Coordinators	14
1	0200	Welder/Mechanic III	11
4	0200	Welder/Mechanic II	10
4	0200	Foreman	11
2	0200	Welder/Mechanic I	9
18	0200	Equipment Operator III	11
1	0200	Operations Coordinator	8
14	0200	Equipment Operator II	8
4	0200	Equipment Operator I	6
1	0200	Maintenance - Sign Shop	6
1	0200	Formfitter/Finisher	6
8	0200	Truck Driver II	6
9	0200	Truck Driver I	5
1	0200	Staff Assistant	6
2	0200	General Laborers	3
71		Total Employees	
FUND 1000 FIRE SERVICES			
1	0502	Fire Marshal	17
1		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 2			
1	0402	Courtroom Security Officer	11
1	0402	Court Orders Clerk	7
2		Total Employees	
FUND 1000 INFORMATION TECHNOLOGY			
1	0115	Director of Information Technology	Non-graded
1	0115	Systems Administrator	20
1	0115	IT Project Manager	20
1	0115	Assistant Systems Administrator	18
1	0115	GIS Specialist	18
1	0115	Webmaster	18
1	0115	Programmer - Level I	16
5	0115	PC Support Specialist	14
	0115	Part-time	
12		Total Employees	
FUND 3024 PUBLIC DEFENDER			
4	0417	Deputy Public Defender	Non-graded
1	0417	Office Supervisor	10
1	0417	Investigator	9
3	0417	Case Manager	7
1	0417	Legal Secretary	6
10		Total Employees	

Number Authorized	Dept. Number	Position Title	Grade/Class
FUND 1000 VETERANS' SERVICES			
1	0800	Director of Veterans' Services	16
1	0800	Veterans' Services Officer	12
1	0800	Female Veterans' Outreach Service Officer	12
3		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 6			
1	0405	Courtroom Security Officer	11
1	0405	Court Orders Clerk	7
2		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 4			
1	0402	Courtroom Security Officer	11
1		Total Employees	
FUND 3020 9-1-1 ADMINISTRATION			
1	0520	Director of 9-1-1 Operations	18
1	0520	Senior Mapper/Researcher	11
2	0520	Mapper/Researcher	10
4		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 64			
1	0414	Courtroom Security Officer	11
1	0414	Court Orders Clerk	7
2		Total Employees	
FUND 1000 ADULT DRUG COURT (Grant-Funded)			
1	0450	Counselor	16
1	0450	Staff Assistant	6
2		Total Employees	
FUND 1000 COUNTY JAIL			
1	0418	Jail Administrator - Captain	20
1	0418	Jail Nurse - Supervisor	20
2	0418	Jail Nurse - RN	19
4	0418	Lieutenant	18
7	0418	Sergeant	15
4	0418	Booking Supervisor	14
9	0418	Jailer III	13
16	0418	Jailer II	12
1	0418	Executive Secretary	12
56	0418	Jailer I	11
3	0418	Jailer - Work Detail	11
1	0418	Jail Maintenance Service Tech	9
1	0418	Licensed Practical Nurse	11
1	0418	Jail Secretary	6
4	0418	Jail Clerk	5
	0418	Part-time LPN's	
98		Total Employees	
FUND 3018 JAIL MAINTENANCE/TRANSPORT			
13	0418	Jail Transport Positions Not to Exceed 14	

Number Authorized	Dept. Number	Position Title	Grade/Class
FUND 3017 JAIL MAINTENANCE FINE FUND			
1	0418	Jail Physician	Non-graded
1	0418	Jail Maintenance Manager	12
1	0418	Jail Clerk	4-5
3		Total Employees	

FUND 3014 Communications and Equipment Fund			
1	0418	Licensed Practical Nurse	11
1		Total Employees	

FUND 3412 JAIL COMMISSARY FUND			
1	0418	Jail Clerk	4-5
	0418	Part-time Licensed Practical Nurse	11
1		Total Employees	

FUND 1000 CENCOM			
1	0501	Director of Emergency Communications	17
1	0501	Deputy Director of Emergency Communications	14
6	0501	Public Safety Dispatch Supervisor	9
17	0501	Public Safety Dispatcher II	8
5	0501	Public Safety Dispatcher I	7
30		Total Employees	

Number	DEPT	SPECIAL RATES OF PAY	
	0400	Reserve Deputies	\$1.00 per month
9	0106	Equalization Board Members	\$100 per meeting day, + mileage
1	0401	Case Coordinator, Circuit Court, Division 1	\$5,444 annual (supplement pay)
15	0107	Justices of the Peace	\$350 per mo., includes QC + C.O.W.
15	0107	Justices of the Peace	\$100 per committee meeting, + mileage
3	0109	Election Commissioners	\$100 per meeting, + mileage
	0109	Poll workers	\$8.00 hr min, limited to 13 hrs per election
	0109	Poll Sheriffs	\$10.00 hr min, limited to 13 hrs per election
	0419	Deputy Coroners	\$70 per call
7	0110	Planning Board Members	\$100 per committee meeting, + mileage
		Jurors (no mileage)	\$50 serving, \$22 appearing

Note: Mileage reimbursement is fixed at the IRS
Privately-owned vehicle Reimbursement Rate

STATE RANGES		ELECTED OFFICIALS	2013 SALARY*
37,080.00	101207	County Judge	\$88,054
37,080.00	101207	County Sheriff	\$88,054
33,990.00	96206	County Clerk	\$81,901
33,990.00	96206	Circuit Clerk	\$81,901
33,990.00	96206	Treasurer	\$81,901
33,990.00	96206	Collector	\$81,901
33,990.00	96206	Assessor	\$81,901
33,990.00	96206	Coroner	\$75,098

*Note: 2014 Salaries of elected officials were determined by the Quorum Court

DEPT.	NON-GRADED POSITIONS	Min	Mid	Max
0417	Deputy Public Defender	43,848.14	64,970.27	86,092.40
0416	Deputy Prosecutor	49,701.09	73,683.54	97,665.99
0101	Financial Administrator - Circuit Clerk	59,009.25	73,761.31	88,513.37
0104	Financial Administrator - Collector	59,009.25	73,761.31	88,513.37
0418	Jail Physician	63,266.00	82,750.62	102,235.23
0113	Comptroller	64,292.56	82,430.14	100,567.72
0115	Manager of Information Technology	77,754.85	98,838.60	119,922.35